

Minutes Limes Medical Centre PPG

Date of meeting: 9th October 2017, 6.30 pm, downstairs at the surgery.

In attendance

Alan Lloyd

Donna Cope

David Hoon (Left early)

Katie Williams

Dr J. Southcott

Apologies

Jane martin

John Stocks (standing apology)

Matters arising from the Minutes of previous meeting

The meeting held on 11th September 2017 was only attended by Alan and David. David said that whilst some notes were taken during the meeting, formal minutes were not produced due to the non-quorate nature of the meeting. David was asked to give a precis of the points which were raised and discussed at the 11/09 meeting and Alan asked if the points kindly be included in the minutes of tonight's meeting. The points mentioned by David were:

- Alan to contact Amber Valley CVS, based in Ripley re a Car Service for patients. It was noted the service they provide is not free but it was cheap.
- The draft survey document tabled by David (which David had amended to incorporate the amendments agreed at the previous meeting) was acceptable to Alan.
- It was noted there were several points requiring either action or reporting upon were outstanding. Some of the noted ones were;-
 - a) Information leaflet for new PPG members
 - b) Profile (or biography) of staff members in the surgery handbook.
 - c) Surgery to contact John Stocks. (Jo said this was now in progress, see minute below).
 - d) Alan has been unable to include the agreed additional wording under point 3 of the minutes of the 2017 AGM because he has not been issued with the minutes in native (word.doc) format.
 - e) Location and clear labelling of suggestion box.
- Disappointment that the meeting at the surgery at the surgery had to be cancelled, particularly as the date was set two months previously.
- Our PPG needs more members.
- Next meeting date set for 09/10/2017

Jo informed the group she has contacted John Stocks regarding the last survey and they are in discussion with regards to arranging a meeting.

Membership

Katie tabled a resignation letter from Sharon Parkes-Rolfe dated 31st August 2017.

Action: David to write to Sharon to thank her for her contribution to the group.

Post meeting note: David sent email to Sharon, cc Alan, 7/11/2017.

Katie gave to David ten completed forms from patients indicating their wish to join our PPG/PRG.

Action: David to write to each potential member, thanking them for their interest and providing details and an invitation to our next meeting

Post meeting note: Action completed 7/11/2017.

Survey

The latest version of the survey was tabled. Some adjustments were discussed and agreed. Further, it was agreed these adjustments would be the final ones and that after their incorporation the survey could go live.

Action: David to make the agreed adjustments and email the final version to Katie ASAP to enable the survey to go live.

Post meeting note: Adjustments to the survey made and emailed to the surgery, cc Alan, on 9th October 2017.

Prescription Line times

Katie reported the change to the prescription line times has been implemented and appears to be working well. (The line is now open from 11.00 to 18.30. Previously, it used to be open from 9.00 to 12.00).

Next Meeting

Set for Monday 13th November 2017.